

How to enter a New Superintendent or Business Manager

This needs to be completed by one of the LEA Administrators of the egrant system.

Step 1: Click on the 'Add/View Contacts' on the left hand side of the egrant system.

Step 2: Click the 'Get Contacts' button

Step 3: Select the old Superintendent or Business Manager from the drop down arrow & click 'Go'

Step 2: Make the old Superintendent or Business Manager inactive [by clicking on the 'Make Contact Inactive' button](#) (if you delete them you will delete any information they may have added, by making them inactive they no longer have access to your district's egrant)

Step 3: Click 'OK' in the pop-up window.

Step 4: Click 'Add/View Contact' on the left hand side.

Step 5: Click 'Add Contact'

Step 6: Fill in all the new Superintendent's or Business Manager's information (**EXCEPT** the position --- **DO NOT** fill in the position information)

Step 7: Click the 'Save' button

Step 8: After the information is saved there should be a drop down box by the position -- select the appropriate position

Step 9: Click the 'Save' button. Your new Superintendent or Business Manager has now been added to your egrant. They will now need to request a login name and password from the login screen of the egrant system.